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**SUBJECT: TUITION REDUCTION**

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**1.0 PURPOSE**

- 1.1. This Tuition Reduction Policy aims to support and invest in the professional and personal growth of our employees by providing financial assistance for higher education. This policy is designed to encourage continuous learning and development, enhance job satisfaction, and strengthen our institution by empowering employees to expand their skills and knowledge. By offering reduced tuition rates, we aim to foster a culture of lifelong learning and professional excellence, ultimately contributing to the success of Snow College and the achievement of our employees' educational and career aspirations.
- 1.2. The College reserves all rights afforded to it under applicable law. Nothing in this policy or related policies, procedures, and practices of the College or the College's governing institutions shall be read to offer or constitute a legal agreement or be subject to legal jurisdiction in the law courts of any kind. The College policies, procedures, and practices are subject to change at any time.
- 1.3. This policy supersedes all Tuition Reduction policies prior to the date of approval listed above.

**2.0 REFERENCES**

- 2.1. [Utah Code §53B-2-106, Duties and Responsibilities of the President – Approval of the Board of Trustees](#)
- 2.2. [Utah Code §53B-8-101\(1\), Waiver of Tuition](#)
- 2.3. [Utah System of Higher Education Policy R824 – Tuition Remission Benefits](#)
- 2.4. [Utah System of Higher Education Policy R821 – Employee Benefits](#)

**3.0 DEFINITIONS**

- 3.1. Adjunct Faculty Member: A part-time adjunct faculty member employed at less than 75% time annually and teaches at least one credit hour or more.
  - 3.2. Dependents: For the purpose of this policy are children of the employee including stepchildren, legally adopted children, or those over whom the employee has legal custody who are under the age of 26.
  - 3.3. Early Retired Employee: A Snow College retired employee continuing to receive benefits for set period of time as set forth by the individual's early retirement contract.
  - 3.4. Human Resources or HR: The office in the College charged with the administration and record maintenance of personnel matters or such other person as may be specially designated by the President to act in regard to this Policy.
  - 3.5. Immediate Supervisor: The lowest level of salaried supervision of an Employee. The Immediate Supervisor may designate a line supervisor or higher level as the Immediate Supervisor for purposes of this policy.
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- 3.6. Part-Time Employee: A College employee who is employed at less than 75% time annually. The employment time is 3 continuous months at an average of 15 hours a week. This does not include student employees.
- 3.7. Qualifying Employee: An individual who works for the College that is considered standard for full-time status.
- 3.8. Retired Employee: A person who has concluded their full-time professional career at Snow College previously serving in various capacities within the institution, such as teaching, administration, or supportive roles.
- 3.9. Spouse: A person legally married to an employee of the College as recognized by Utah law and have completed any required legal formalities.
- 3.10. Student in Good Standing: A student is considered in Good Standing when they have both a cumulative GPA and a semester GPA of 2.0 or higher.

#### 4.0 POLICY

- 4.1. Snow College will support professional and personal development of our current and retired employees and their families by providing tuition reductions for courses taken at the College. This benefit is a privilege. Any abuse or failure to maintain the established standards could result in the loss of the tuition reduction benefit.

#### 5.0 QUALIFICATIONS

- 5.1. Individuals qualifying for Tuition Reduction will be early retired/retired employees who had at least five years of College service and/or those salaried/appointed employees who work at least seventy-five percent (75%) of the fiscal year, their spouses, and their dependents. If a dependent child turns 26 years of age, they can finish the current semester enrolled on the tuition reduction policy. If an employee terminates from the college, a dependent can finish the current semester enrolled on the Tuition Reduction policy.

#### 6.0 BENEFITS AND LIMITATIONS

- 6.1. To receive the Tuition Reduction, the Scholarship Office must receive the Tuition Reduction form no later than 21 calendar days after the start of the semester or block (for which the waiver is requested). The Tuition Reduction form requires the signature from the HR Office before forwarding to the Scholarship Office. Tuition Reduction forms received after the 21 days will not be accepted for the tuition waiver.
  - 6.2. Qualifying Employees are eligible for Tuition Reduction amounting to 100% of a maximum of six (6) credit hours per semester, unless written approval is given by the president for additional credits. All general student fees are waived. The employee is responsible for a specific course fees. Qualifying Employees are eligible for a reduction in tuition amounting to 100% for Emergency Medical Technician (EMT) courses. The employee is responsible to pay the EMT course fees. Employees taking classes during normal working
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hours must have written approval from their immediate supervisor, and non-exempt employees' must make up time on a regularly scheduled basis.

- 6.3. Spouses of Qualifying Employees are eligible for a tuition reduction amounting to 100% of the normal tuition rates up to a maximum of a full-student credit load up to and including 20 credit hours as defined by institutional policy. The spouse is responsible to pay all student and special fees.
  - 6.4. Dependents of qualifying employees are eligible for a reduction of tuition amounting to 100% of the normal tuition. The dependent is responsible to pay all student and special fees. Dependents may register for a full-student credit load up to and including 20 credit hours.
  - 6.5. Part-Time Employees and Adjunct Faculty Members are eligible for a reduction in tuition amounting to 100% of a maximum of three (3) credit hours per semester. All general fees are waived. The employee is responsible for all specific course fees. Dependents of Part-Time Employees or Adjunct Faculty Members are not eligible for tuition reduction.
  - 6.6. Employees, spouses and dependents must remain a Student in Good Standing as defined by institutional policy (2.0 GPA) in order to maintain eligibility in the program. If an eligible student Employee, Spouse, or Dependent falls below the minimum GPA standard, the student will be put on probation for the next semester for which they are registered. If the student fails to maintain a 2.0 GPA the next semester for which they are registered, the waiver will be forfeited and the student will be responsible for all tuition and fees until evidence is provided that the student meets the minimum 2.0 GPA standard. Credit courses must be completed or the tuition reduction amount returned in full to the College to restore eligibility under this policy.
  - 6.7. Suspected abuses of the Tuition Reduction program may result in the loss of privileges. The HR and Financial Aid offices will review any suspected abuses and decide whether to continue or revoke Tuition Reduction privileges. The student may appeal the decision to the Vice President for Finance and Administrative Services.
  - 6.8. Participants must complete the Tuition Reduction request form. The form is available on the HR website.
- 7.0 **BENEFITS AND LIMITATIONS (NON-CREDIT COURSES)**
- 7.1. Qualifying employees, their spouses, and dependent children are eligible for a reduction in tuition amounting to 50% of normal tuition for non-credit courses. The individual is responsible to pay all special course fees. Merit badge and community education courses are excluded from coverage.
  - 7.2. The Tuition Reduction request form is available on the HR website.
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